

Search Help

The Search feature enables a user to enter a word or phrase to search for in the County of Kauai's website. Searches are queries that consist of Terms and Operators. Terms can consist of a Single Term (e.g. cat) or a Phrase (e.g. "feral cat"). Operators determine the relationships of the Term(s) (e.g. "cat AND dog").

Query Syntax

Query	Example	Notes
single term	document	Searches for items that contain the term "document".
phrase	"important document"	Searches for documents that contain the phrase "important document" in the default fields.
wildcard search	doc?ment	Single-character wildcard search. It will match "document" and "dociment" but not "docooment".
	document*	Multi-character wildcard search. It will match "document" and "documentation".
fuzzy search	document~	Search based on similar spelling or approximate string matching. Use the tilde, "~", symbol at the end of a single word.
proximity search	"important document"~5	Find words that are within a specific number of words away. Use the tilde, "~", symbol at the end of the Phrase followed by the number of words. This example shows a search within 5 words.
OR operator	important document	"OR" is the default operator. The search result must contain either "important" or "document".
	important OR document	The search result must contain either "important" or "document".
AND operator	important AND document	The search result must contain both words.
+ operator	important +document	The search result must contain "document" and may contain "important".
!/- operator	-important document	The search result must contain "document" but not "important". You may have to quote the not string (e.g. – “important” document)
grouping	(important OR office) AND document	Use parentheses for expression grouping.

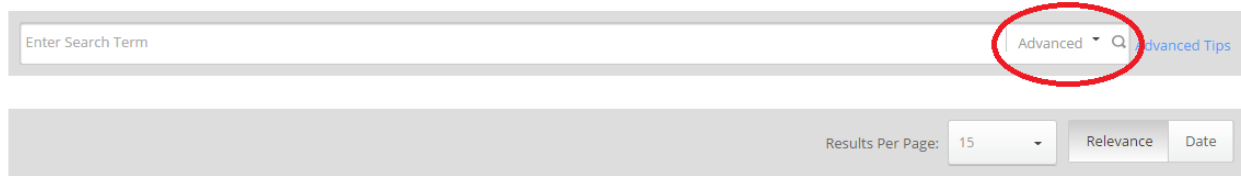
Prohibited Queries

Query	Examples	Notes
wildcard at the beginning of a term	?ocument, *ocument	No search results will be found.
stop words	a, the, and	Stop words are not indexed and will not be found.
special characters: + - && ! () { } [] ^ " ~ * ? : \	\+, \:	Use a backslash to escape the special characters. For example, if you wanted to search for the term “hello!” you would enter “hello\!”

Advanced Search features

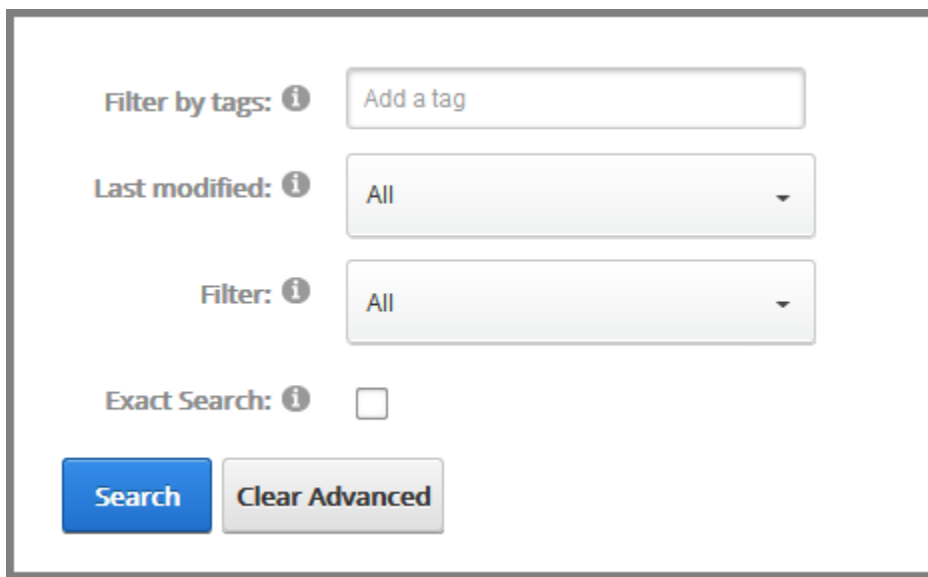
The Advanced Search features can be accessed by clicking on the “Advanced” link to the right of the search expression text box on the search results section of the search page.

Search Results



The screenshot shows the search results section of a website. At the top, there is a search bar with the placeholder text "Enter Search Term". To the right of the search bar, there is a dropdown menu labeled "Advanced" with a magnifying glass icon, and a link labeled "Advanced Tips". Below the search bar, there is a section for "Results Per Page:" with a dropdown menu set to "15". To the right of this, there are two buttons labeled "Relevance" and "Date".

The following Advanced Search form is then displayed.

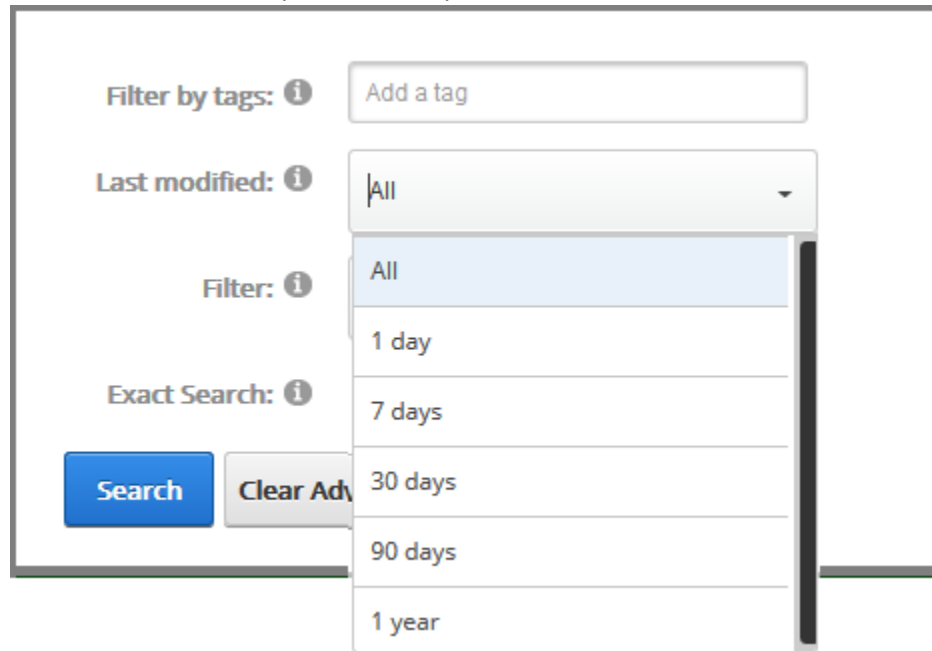


The screenshot shows the Advanced Search form. It includes the following elements:

- Filter by tags:** A label with an information icon, followed by a text input field containing "Add a tag".
- Last modified:** A label with an information icon, followed by a dropdown menu set to "All".
- Filter:** A label with an information icon, followed by a dropdown menu set to "All".
- Exact Search:** A label with an information icon, followed by an unchecked checkbox.
- Search:** A blue button.
- Clear Advanced:** A grey button.

- Filter by tags - This feature is currently not used in the website.

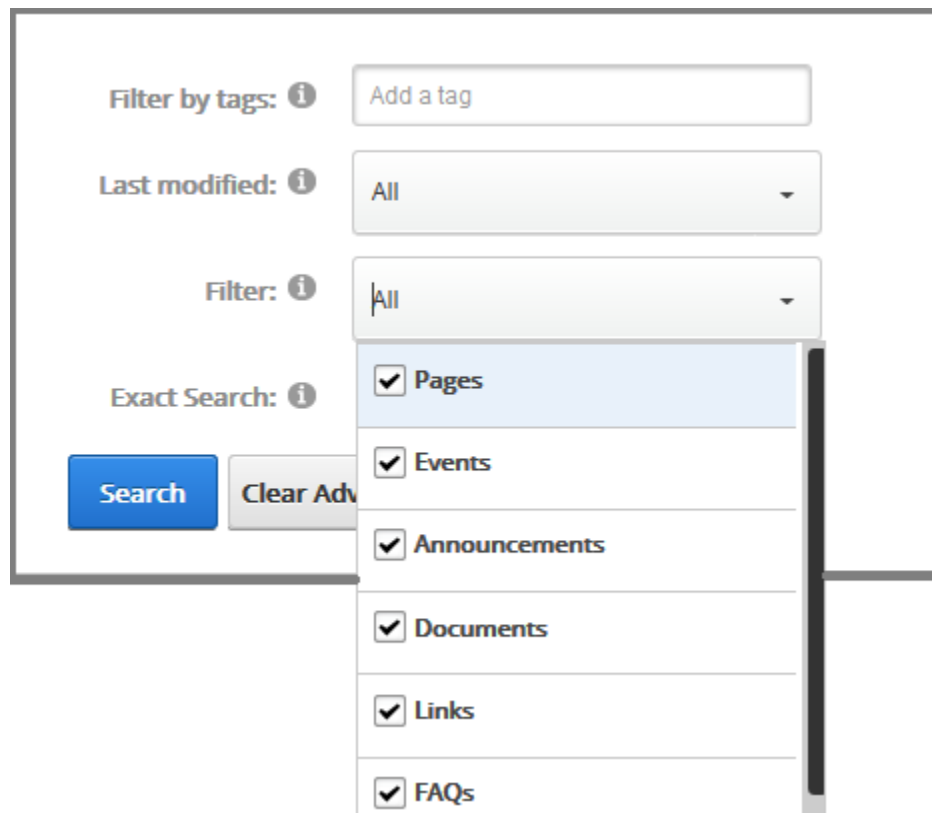
- Last modified - In the Last modified field, select the date value that will limit the search results to items modified within that specified time period.



The screenshot shows a search filter interface with the following elements:

- Filter by tags:** A text input field with the placeholder "Add a tag".
- Last modified:** A dropdown menu currently showing "All". The dropdown is open, displaying a list of time periods: "All", "1 day", "7 days", "30 days", "90 days", and "1 year".
- Filter:** A dropdown menu currently showing "All".
- Exact Search:** A text input field.
- Buttons:** A blue "Search" button and a grey "Clear Adv" button.

- Filter - In the Filter field, uncheck the checkboxes next to the content you wish to eliminate from the search results. For example unchecking the "Documents" entry will remove any documents from the search results.



The screenshot shows the same search filter interface as above, but with the "Filter" dropdown menu open. The dropdown menu displays a list of content types, each with a checkbox:

- ☒ Pages
- ☒ Events
- ☒ Announcements
- ☒ Documents
- ☒ Links
- ☒ FAQs

- Exact Search – check this checkbox to do a search as if the search terms were quoted phrases. For example if the search terms were “cat feral” (without the quotes) and the Exact Search field was checked, the search would behave like the search terms “cat feral” (with the quotes).
- Select your Advanced Search criteria then click on the Search button to run the search.
- Click on the Clear Advanced button to remove any selected Advanced Search criteria and to revert back to default search criteria.

Results Per Page

You can change the number of search result items displayed on each page by selecting a value from the “Results Per Page” dropdown on the search results section of the search page.

Search Results



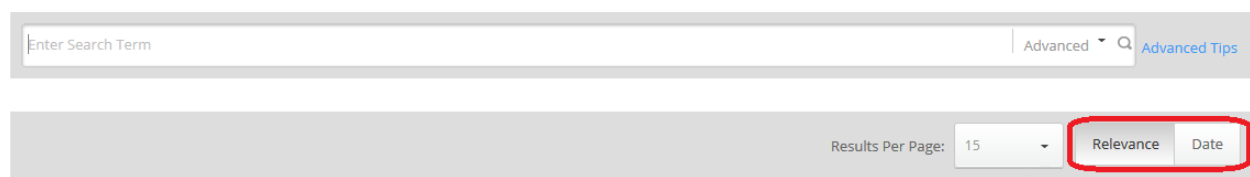
The screenshot shows the search results interface. At the top is a search bar with the placeholder text "Enter Search Term", a dropdown menu set to "Advanced", and a magnifying glass icon. To the right of the search bar is a link labeled "Advanced Tips". Below the search bar, the text "No Results Found" is displayed on the left. On the right, there is a "Results Per Page:" dropdown menu, which is currently open, showing options for 5, 15, 25, 50, and 100 results per page. To the right of the dropdown are two buttons labeled "Relevance" and "Date". A red rectangle highlights the "Results Per Page:" dropdown menu.

Results Sorting

You can change the order in which search results are displayed by selecting Relevance or Date ordering.

- Relevance – (default) the search results are ordered by how closely it matches the search criteria.
- Date – the search results are ordered by the most recently updated items listed first.

Search Results




The screenshot shows the search results interface. At the top is a search bar with the placeholder text "Enter Search Term", a dropdown menu set to "Advanced", and a magnifying glass icon. To the right of the search bar is a link labeled "Advanced Tips". Below the search bar, the text "Results Per Page:" is followed by a dropdown menu set to "15". To the right of the dropdown are two buttons labeled "Relevance" and "Date". A red rectangle highlights the "Relevance" and "Date" buttons.

Results Printing

You can generate search results that are more printer friendly by clicking on the print icon at the bottom of the search results list then doing a search. Browser popups must be enabled in order for this feature to function correctly. After you have your query results, you need to use the browser's print commands to print the results.

Search Results

Advanced 

[Advanced Tips](#)

Results Per Page: 15 

Relevance

Date

No Results Found

